

Outcome Measurements

Contract Attachment

FOR INDEPENDENT LIVING SERVICES

A. INTRODUCTION

1. **Independent Living Services** are services provided to consumers living in community settings.
2. Each client will have an assigned case manager, who is an employee of Jefferson County Human Service Department. The case manager's overall responsibility is to the client. This responsibility includes assessment, planning, referral to appropriate resources, follow-along, and advocacy. Recommendations regarding the provision of services will be made by the Purchaser to the Provider. It is the policy of the Purchaser that the case manager visit each client periodically, and it is expected that the Provider will be available at each visit.

B. PAYMENT FOR SERVICES

1. The Provider is to submit billing statements to the Purchaser within three days after the month of service. The statement is to show the dates for which services were provided to the consumer and the amount due for services provided. The Provider must also submit a monthly report of units of service along with the billing statement. Payments for authorized services for which statements are received on a timely basis will be made by the fifteenth of the month following the month of service. The rates to be paid by the Purchaser for services provided are as shown on the Contract Summary.
2. Payment will be made by the Purchaser only for actual services provided and documented on the billing statement. Variations from this must have written approval by the Purchaser's Contract Administrator or Program Supervisor.
3. Rates of payment are determined based on the level of support, training, and/or assistance needed by the client including self care, receptive and expressive language, mobility and self direction, independent living skills, social and emotional needs, recreational needs, and any other needs as identified by the Purchaser.
4. The Purchaser is not responsible for payment of security deposits or rent, or payments in advance of services provided.

C. PROVIDER RESPONSIBILITIES

1. The Provider is to comply with policies and procedures established by the Purchaser for independent living services. Provider will comply with all standards and/or requirements in the provision of services to the consumer as outlined in the contract and/or the individualized ISP (client service plan).
2. Provider will comply with training requirements and criminal background checks, in accordance with applicable Statutes and Standards, will maintain documentation of training received, and will provide the Purchaser with documentation of such on an annual basis.
3. The Provider is to be an active member of the client's service team, which may also include vocational services providers, school personnel, medical practitioners, and case managers. The Provider will have input into the service plan and will work on a cooperative basis with other members of the team in plan implementation. The provider will attend periodic meetings of the team, and meetings with other service providers as needed.
4. The Provider is to notify the Purchaser immediately of emergency situations (medical or other situations) involving the client, including things such as hospitalizations, emergency room attention, etc.
5. The Provider will comply with confidentiality requirements and adhere to all legal rights of the client, in

Jefferson County Human Services Department

accordance with Wisconsin Administrative Code.

6. The Purchaser is not liable for personal injuries or property damages related to services provided under the contract. The Provider must maintain sufficient insurance coverage for loss due to injury, accident (including auto), or other damages.

D. SERVICE REQUIREMENTS

1. The Provider shall monitor activities and behaviors of the resident; and provide training and skill building, transportation, recreation and social activities, and other activities as necessary for the individual resident.
2. The Provider is to provide safe and professional services to the consumers they serve. The Provider will assure that services will continue to be provided in a capable manner for those situations where the Provider is unable to fulfill the obligations of the contract due to vacation, illness, weather conditions, etc. The Provider will have a written plan that defines how services will continue in the event that any of these situations arise.
3. The Provider will perform other activities and assists that are appropriate, as directed by the Purchaser.
4. The Provider is to interact with the client in a manner that is respectful and age appropriate. Any form of physical punishment or verbal abuse is strictly prohibited.
5. The Provider will assist the client with budgeting and money management as directed by the Purchaser, and will maintain appropriate records. The Provider will consult with the consumer, guardian, and HSD Case Manager prior to any major purchases. Items purchased with client funds are to remain the property of the client. Co-mingling of consumer and Provider funds is strictly prohibited. Whenever client funds exceed \$200, the Provider will inform the HSD Case Manager.
6. The Provider will promote and assist the resident with participation in daily activities designed to provide social, emotional, and leisure time skills. The Provider will support and assist the client in maintaining relationships with family and friends and other support systems. The Provider may be requested to include transportation as a service for a particular client, with the cost of transportation built into the contract rate.
7. The Provider will assist the consumer with medical, dental, and other services as outlined in the client individualized service plan (ISP).

Signature of Provider

Signature of Purchaser

Date of Signature

Date of Signature